

The U.S. Embassy in Bangkok provides equal opportunity, and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. We also strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Vacancy Announcement No. / Position Title

[FSN# 2013/115 \(T\) / Medical Equipment Technician](#)

[FSN# 2013/115 / Medical Equipment Technician](#)

[FSN# 2014/12 / Medical Research Scientist](#)

[FSN#2014/23 \(T\) / Security Equipment Technician](#)

[FSN#2014/23 / Security Equipment Technician](#)

[FSN# 2014/28 \(T\) / Mason](#)

[FSN# 2014/28 / Mason](#)

[FSN# 2014/30 \(T\)/ Maintenance Man](#)

[FSN# 2014/30 / Maintenance Man](#)

[FSN# 2014/37 \(10 positions\) / Trades Helper ผู้ช่วยช่าง](#)

[FSN# 2014/43 \(T\) / Shipment Assistant](#)

[FSN# 2014/43 / Shipment Assistant](#)

[FSN# 2014/47\(T\) / Medical Research Technician](#)

[FSN# 2014/47/ Medical Research Technician](#)

[FSN# 2014/48/ Computer Programmer](#)

[FSN# 2014/50 \(T\)/ Security Coordinator](#)

[FSN# 2014/50/ Security Coordinator](#)

[FSN 2014/52/ Chauffeur](#)

[FSN# 2014/53/ Administrative Clerk](#)

[FSN# 2014/54 \(T\)/ Voucher Examiner](#)

[FSN# 2014/54/ Voucher Examiner](#)

FSN# 2013/115 (T)
Medical Equipment Technician

OPEN TO: All Interested Candidates

POSITION: Medical Equipment Technician, FSN-6, FP-8, Trainee

OPENING DATE: December 27, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-8

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Equipment Technician in its Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Calibrates, maintains, repairs and qualifies advanced biomedical and laboratory analysis equipment. Supervises and trains medical equipment technicians during preventive maintenance, checks and services (PMCS) and repair of basic biomedical and laboratory support equipment.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) At least 2 years of full time post-secondary study at college or university (high vocational school) is required;
- (2) At least 2 years of experience in medical equipment or electronics repair is required;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (valid TOEIC score of 600 or higher);
- (4) Able to develop and complete calibration result worksheets that allow for equipment to be used in clinical studies;
- (5) Able to supervise and train basic medical equipment technicians during PMCS and repair.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2013/115

Medical Equipment Technician

OPEN TO: All Interested Candidates

POSITION: Medical Equipment Technician, FSN-7, FP-7

OPENING DATE: December 27, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-7

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Equipment Technician in its Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Calibrates, maintains, repairs and qualifies advanced biomedical and laboratory analysis equipment. Supervises and trains medical equipment technicians during preventive maintenance, checks and services (PMCS) and repair of basic biomedical and laboratory support equipment.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) At least 2 years of full time post-secondary study at college or university (high vocational school) is required;
- (2) At least 3 years of experience in medical equipment or electronics repair is required;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (valid TOEIC score of 600 or higher);
- (4) Able to develop and complete calibration result worksheets that allow for equipment to be used in clinical studies.
- (5) Able to supervise and train basic medical equipment technicians during PMCS and repair.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website: http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2014/12

Medical Research Scientist (Clinical Unit Leader, HIV/STD Research Program)

OPEN TO: All Interested Candidates

POSITION: Medical Research Scientist, FSN-12, FP-3

OPENING DATE: April 11, 2014

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40hours/week

SALARY:

Ordinarily Resident (OR): FSN-12 ฿1,439,657 annum (Starting salary)

Not Ordinarily Resident (NOR): FP-3 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist / Leader of the Clinical Unit, HIV/STD Research Program, in its Behavioral & Clinical Research Section, U.S. Centers for Disease Control and Prevention (CDC) Office, located at the Hospital for Tropical Diseases, Mahidol University, 420/6 Rachavithi Road, Rachathewi, Bangkok 10400, Thailand

BASIC FUNCTIONS REQUIRED:

Leads the Clinical Unit located at Silom Community Clinic @ TropMed and oversees the entire unit that consists of Clinical Services, Clinical Assistance, Pharmacy, Physician, Data Management, and Laboratory teams. Conducts clinical research on HIV infection, AIDS, and related topics. The incumbent plans and coordinates new research activities, supervises study implementation, and conducts other HIV/STD clinical trial activities.

QUALIFICATIONS REQUIRED:

- (1) M.D. degree or Ph.D. degree in a medical or biological science. Licensed to practice medicine required (please attached a valid licensed with the application);
- (2) At least five years of progressively responsible work experience in epidemiology or public health practice, epidemiological research, clinical medical research, or related biomedical research. Including one year of supervisory experience;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Able to provide clinical care for early HIV infection, tuberculosis and sexually transmitted infections for cohort members and potential enrollees;

- (5) Able to collect and analyze data from research studies, with assistance, as needed, from data management specialists/statisticians;
- (6) Able to recognize protocol deviation, to independently develop Standard Operating Procedures (SOPs) and Site Specific Procedures (SSPs) and Clinical study forms such as Clinical Research Forms (CRFs).

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until filled

“This is a re-advertisement of announcement from February 13, 2014. Applications previously received will also be considered.”

FSN#2014/23 (T)
Security Equipment Technician

OPEN TO: All Interested Candidates

POSITION: Security Equipment Technician, FSN-5, FP-9, Trainee

OPENING DATE: February 14, 2014

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-5 ₪ 324,136 p.a. (Starting salary)

Not Ordinarily Resident (NOR): FP-9

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Technician in its Engineering Service Center (ESC), located at 95 Wireless Road, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

Provide the repair and/or maintenance as well as installation service of unclassified technical security equipment in various designated post under the East Asia and Pacific Region including Bangkok, Chiang Mai, Phnom Penh, and Vientiane.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High Vocational school with completion and certificate in Electronics, Electrical, Mechanical, Technical or Engineering is required;
- (2) Four years of hands-on field experience in major repairs and installation of electrical or heavy duty mechanical equipment.
- (3) Level II (Limited knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least 400 before the deadline; otherwise, application will not be considered);
- (4) Must be able to use the Computer Aided Design (CAD) software to create wiring diagrams and drawing the installed equipment;
- (5) Must be able to drive and possess a valid Thai's driver license (Copy of driver license is required).

SELECTION PROCESS:

When fully qualified U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until filled

FSN#2014/23

Security Equipment Technician

OPEN TO: All Interested Candidates

POSITION: Security Equipment Technician, FSN-6, FP-8

OPENING DATE: February 14, 2014

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-6 ₪ 362,706 p.a. (Starting salary)

Not Ordinarily Resident (NOR): FP-8

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Technician in its Engineering Service Center (ESC), located at 95 Wireless Road, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

Provide the repair and/or maintenance as well as installation service of unclassified technical security equipment in various designated post under the East Asia and Pacific Region including Bangkok, Chiang Mai, Phnom Penh, and Vientiane.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High Vocational school with completion and certificate in Electronics, Electrical, Mechanical, Technical or Engineering is required;
- (2) Five years of hands-on field experience in major repairs and installation of electrical or heavy duty mechanical equipment.
- (3) Level II (Limited knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least 400 before the deadline; otherwise, application will not be considered);
- (4) Must be able to use the Computer Aided Design (CAD) software to create wiring diagrams and drawing the installed equipment;
- (5) Must be able to drive and possess a valid Thai's driver license (Copy of driver license is required).

SELECTION PROCESS:

When fully qualified U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans are to be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2014/28 (T)

Mason

OPEN TO: All Interested Candidates

POSITION: Mason, FSN-4, FP-AA (Trainee)

OPENING DATE: March 28, 2014

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-4 ฿251,050 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-AA (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in its Management Division, located at U.S. Consulate General, 387 Witchayanon Road, Chiang Mai.

BASIC FUNCTIONS REQUIRED:

The incumbent performs full journeyman level in masonry and building construction trade and duties involved in daily maintenance, repair and construction work of concrete floor, surfaces and pavements, masonry walls or masonry structures, wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

QUALIFICATIONS REQUIRED:

- (1) Completion of vocational school or equivalent in masonry or building construction trade. Or completion of high school in general course with a certificate of apprenticeship recognized as producing masonry or building construction work;
- (2) Minimum one year direct experience in masonry or building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (Provide a copy of valid TOEIC score of at least **400**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);

- (5) Must be highly skilled in operating various hand tools, power equipment, and instruments as well as manual and mechanical lifting, driving, security and safety equipment;
- (6) Ability to understand continuing technological updates within a reasonable time.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2014/28
Mason

OPEN TO: All Interested Candidates

POSITION: Mason, FSN-5, FP-9

OPENING DATE: March 28, 2014

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5 ฿324,136 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in its Management Division, located at U.S. Consulate General, 387 Witchayanon Road, Chiang Mai.

BASIC FUNCTIONS REQUIRED:

The incumbent performs full journeyman level in masonry and building construction trade. S/He also perform duties involved in daily maintenance, repair and construction work of concrete floor, surfaces and pavements, masonry walls or masonry structures, wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

QUALIFICATIONS REQUIRED:

- (1) Completion of vocational school or equivalent in masonry or building construction trade. Or completion of high school in general course with a certificate of apprenticeship recognized as producing masonry or building construction work;
- (2) Minimum two years direct experience in masonry or building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least **400** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);

- (5) Must be highly skilled in operating various hand tools, power equipment, and instruments as well as manual and mechanical lifting, driving, security and safety equipment;
- (6) Ability to understand continuing technological updates within a reasonable time.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2014/30 (T)
Maintenance Man

OPEN TO: All Interested Candidates

POSITION: Maintenance Man, FSN-4, FP-AA, Trianee

OPENING DATE: February 28, 2014

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 44 hours/week

SALARY:

Ordinarily Resident (OR): FSN-4 ฿276,155 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP- AA (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Maintenance Man in its Management and Operations Division, U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTIONS REQUIRED:

Serve as the TUC maintenance man to provide maintenance services to TUC activities of all sections: main office building, Laboratory, IT section and two hospital sites. Performs facilities maintenance: electrical, water and plumbing air conditioning system and office furniture, mechanical and computerize equipment repairs as well as laboratory equipment and sorts for the sources of the spare parts and maintenance services. Assists the Special Project Coordinator and Procurement Agent to procure local office furniture and supplies relevant to maintenance issues. The incumbent transports equipment and supplies for TUC facility/maintenance activities.

QUALIFICATIONS REQUIRED:

- (1) Completion of commercial college, vocational school/training institutes with electrical, air conditioning, mechanical system and carpentry is required;
- (2) Two years of progressive responsible work experience in maintenance on at least one of the following systems electricity, air conditioning, construction renovation or general office machines and general mechanics;
- (3) Level III (Good) speaking/reading/writing in Thai and Level II (Limited Knowledge) speaking/reading/writing in English (Provide a copy of valid TOEIC score of at least **400**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);

- (4) Ability to use computer, calculator, and other machines;
- (5) Must possess a driving license (Please submit driver license with application).

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“This is a re-advertisement of announcement from February 28, 2014. Applications previously received will also be considered.”

FSN# 2014/30
Maintenance Man

OPEN TO: All Interested Candidates

POSITION: Maintenance Man, FSN-5, FP-9

OPENING DATE: February 28, 2014

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 44 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5 ฿324,136 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Maintenance Man in its Management and Operations Division, U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTIONS REQUIRED:

Serve as the TUC maintenance man to provide maintenance services to TUC activities of all sections: main office building, Laboratory, IT section and two hospital sites. Performs facilities maintenance: electrical, water and plumbing air conditioning system and office furniture, mechanical and computerize equipment repairs as well as laboratory equipment and sorts for the sources of the spare parts and maintenance services. Assists the Special Project Coordinator and Procurement Agent to procure local office furniture and supplies relevant to maintenance issues. The incumbent transports equipment and supplies for TUC facility/maintenance activities.

QUALIFICATIONS REQUIRED:

- (1) Completion of commercial college, vocational school/training institutes with electrical, air conditioning, mechanical system and carpentry is required;
- (2) Three years of progressive responsible work experience in maintenance on at least one of the following systems electricity, air conditioning, construction renovation or general office machines and general mechanics;
- (3) Level III (Good) speaking/reading/writing in Thai and Level II (Limited Knowledge) speaking/reading/writing in English (Provide a copy of valid TOEIC score of at least **400** can be submitted

after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

(4) Ability to use computer, calculator, and other machines;

(5) Must possess a driving license (Please submit driver license with application).

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

(1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold medical and security clearances.

(3) The candidate must submit all the required documents as requested.

(4) Current employees serving a probation period are not eligible to apply.

(5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

(6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

(7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

(8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“This is a re-advertisement of announcement from February 28, 2014. Applications previously received will also be considered.”

FSN# 2014/37 (10 positions)

Trades Helper ผู้ช่วยช่าง

OPEN TO: All Interested Candidates

POSITION: Trades Helper, FSN-2, FP-CC

OPENING DATE: March 14, 2014

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hours/week

SALARY: เงินเดือน 14,796 บาทต่อเดือน

Ordinarily Resident (OR): FSN-2, THB 177,550 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-CC (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Trades Helper in its Facilities Management section, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

Trades Helper primary duties will be to provide semi-skilled assistance to Facility Maintenance Tradesmen performing skilled maintenance and repair tasks on USG buildings, grounds, and equipment. Tasks may include, but not limited to, helping tradesmen in the following fields: carpentry, plumbing, electrical, air conditioning and refrigeration, welding, metal repair, masonry work, and minor janitorial or grounds maintenance duties.

มีหน้าที่ช่วยงานถึงฝีมือแก่ทีมงานช่างฝีมือ และช่างเทคนิคของแผนกบำรุงรักษาอาคารและสถานที่ ลักษณะงานที่ปฏิบัติเกี่ยวกับการดูแล ตรวจสอบ ซ่อมบำรุงอาคาร สถานที่ อุปกรณ์ เครื่องมือ เครื่องใช้ต่างๆ ของรัฐบาลสหรัฐอเมริกา ซึ่งงานในที่นี่รวมถึงงานไม้ งานประปา งานไฟฟ้า งานระบบปรับอากาศและระบบทำความเย็น งานเชื่อมและซ่อมโลหะ งานซ่อมเครื่องจักรกลขนาดเล็กหรือเครื่องกำเนิดไฟฟ้า งานปูน และงานทำความสะอาด หรือบำรุงรักษาภาคพื้นสนามเล็กน้อย

QUALIFICATIONS REQUIRED:

- (1) Completion of High School (Mathayom 6);
- (2) One year of general work experience as a shop assistant in construction, or building maintenance;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai;

- (4) Must be able to use basic measuring tools and all basic hand tools, to include A-frame and straight ladders;
- (5) Ability to drive pick-up truck or cargo van with a valid driving license (Please provide a copy of the license);
- (6) Ability to lift and manipulate 30 kilograms.

คุณสมบัติ

- (1) วุฒิการศึกษา ระดับ ม. 6
- (2) มีประสบการณ์ด้านผู้ช่วยส่วนงานก่อสร้าง งานบำรุงรักษาอาคารอย่างน้อย 1 ปี
- (3) สามารถพูด อ่าน และเขียนภาษาไทยได้
- (4) มีความสามารถในการใช้เครื่องมือวัดพื้นฐาน และเครื่องมือช่างทั้งหมด รวมถึงการใช้บันไดที่มีลักษณะโครงสร้างแบบตัว “A” และบันไดพาด
- (5) มีความสามารถในการขับรถกระบะ หรือรถตู้บรรทุกสินค้า และมีใบอนุญาตขับขี่ (กรุณาระบุสำเนาใบอนุญาตขับขี่)
- (6) มีความสามารถในการยกและเคลื่อนย้ายสิ่งของวัสดุหนัก 30 กิโลกรัม

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

เอกสารสมัครงาน

1. ใบสมัคร DS-174 (ดาวน์โหลดได้ที่ http://bangkok.usembassy.gov/job_opportunities.html) หรือประวัติเป็นภาษาไทยหรือภาษาอังกฤษ
ห้าม คัดรูปบนใบสมัครหรือประวัติ
2. สำเนาวุฒิการศึกษา
3. สำเนาใบอนุญาตขับขี่

วิธีการส่งเอกสารสมัครงาน

- อีเมลล์ bkkrecruitment@state.gov หรือ
- โทรสาร (แฟกซ์) 02-205-4928 หรือ
- ไปรษณีย์มาที่

สถานทูตสหรัฐอเมริกา

ฝ่ายทรัพยากรบุคคล (สมัครงาน)

เลขที่ 120-122 ถ. วิทยู แขวง ลุมพินี

เขต ปทุมวัน กรุงเทพฯ 10330

สอบถามข้อมูลเพิ่มเติมที่ 02-205-4463

FSN# 2014/43 (T)
Shipment Assistant

OPEN TO: All Interested Candidates

POSITION: Shipment Assistant, FSN-6, FP-8 (Trainee)

OPENING DATE: April 18, 2014

CLOSING DATE: May 1, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6 ฿362,706 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Shipment Assistant in its General Services Office/Customs & Shipping (GSO/C&S) located GPF Witthayu Tower, 5th Floor, Wireless Road.

BASIC FUNCTIONS REQUIRED:

The incumbent is responsible for handling all administrative and logistical processes of all types of official and personal shipments in all kinds of transportations (Air, Sea and Land) for all agencies in the Embassy. S/He take responsibilities in arranging the car inspection, registration, licensing and title transfer for all official and privately owned vehicles as well as requesting gasoline tax refunds for ACSA agency. S/He also handles for apply initial and renewal the Thai driver license for all American Mission employees and eligible family members at post.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in Business Administration, Political science, Social Science or Arts;
- (2) At least one year of experience in transportation, logistics or a closely related field that has provided experience in customs regulations and practices;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **855** before the deadline; otherwise, application will not be considered);
- (4) Must maintain a working relationship with working level officials of Customs Department, Port Authority, Police Department and Ministry of Foreign Affairs in order to request assistance when problems arise;
- (5) Must be proficient in composing diplomatic notes and correspondences and typing both Thai and English and the use of computers to perform data entry.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: May 1, 2014

FSN# 2014/43
Shipment Assistant

OPEN TO: All Interested Candidates

POSITION: Shipment Assistant, FSN-7, FP-7

OPENING DATE: April 18, 2014

CLOSING DATE: May 1, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7 ฿480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Shipment Assistant in its General Services Office/Customs & Shipping (GSO/C&S) located GPF Witthayu Tower, 5th Floor, Wireless Road.

BASIC FUNCTIONS REQUIRED:

The incumbent is responsible for handling all administrative and logistical processes of all types of official and personal shipments in all kinds of transportations (Air, Sea and Land) for all agencies in the Embassy. S/He take responsibilities in arranging the car inspection, registration, licensing and title transfer for all official and privately owned vehicles as well as requesting gasoline tax refunds for ACSA agency. S/He also handles for apply initial and renewal the Thai driver license for all American Mission employees and eligible family members at post.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in Business Administration, Political science, Social Science or Arts;
- (2) At least two years of experience in transportation, logistics or a closely related field that has provided experience in customs regulations and practices;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **855** before the deadline; otherwise, application will not be considered);
- (4) Must maintain a working relationship with working level officials of Customs Department, Port Authority, Police Department and Ministry of Foreign Affairs in order to request assistance when problems arise;
- (5) Must be proficient in composing diplomatic notes and correspondences and typing both Thai and English and the use of computers to perform data entry.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: May 1, 2014

FSN# 2014/47(T)

Medical Research Technician

OPEN TO: All Interested Candidates

POSITION: Medical Research Technician, FSN-5, FP-9, Trainee

OPENING DATE: April 18, 2014

CLOSING DATE: May 1, 2014

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technician in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTIONS REQUIRED:

The incumbent assists with daily function of the Strengthening Laboratory Capacity Program (SLCP) by performing basic material and supplies management duties focusing on receiving, processing and shipping samples/specimens. The incumbent must have a basic understanding of laboratory operations and familiarity with the research and surveillance objectives of the program. Moreover, the incumbent must be thoroughly familiar with laboratory safety procedures; they must be able to use an electronic laboratory information system as they will maintain laboratory computer software programs which involve data storage and backup and preparing reports, as well as quality control record-keeping and materials management inventory control. The incumbent must be able to coordinate with field sites, external collaborators and Thai government laboratory personnel to maintain flow of samples/specimens. The incumbent will maintain detailed, accurate laboratory records and ensure adequate required supplies for both Strengthening Laboratory Capacity Program and collaborating laboratories at field sites. The incumbent must be able to recognize the various levels of service (routine to critical) demanded of the laboratory and prioritize work and adjust work schedules to accommodate said demands.

QUALIFICATIONS REQUIRED:

(1) Completion of two years post-secondary study at College or University (High Vocational School or equivalent);

- (2) At least one year's experience with specimen management, record keeping and inventory management in laboratory.
- (3) Level III (Good working knowledge) in speaking/ reading/ writing/ understanding Thai and English (must provide a copy of valid TOEIC score of at least **600** before the deadline; otherwise, application will not be considered);
- (4) Familiarity with calculators, copiers, and other routine office and lab equipment;
- (5) Ability to operate Microsoft Office applications and LIMS Software.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: May 1, 2014

FSN# 2014/47

Medical Research Technician

OPEN TO: All interested Candidates

POSITION: Medical Research Technician, FSN-6, FP-8

OPENING DATE: April 18, 2014

CLOSING DATE: May 1, 2014

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-5 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technician in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTIONS REQUIRED:

The incumbent assists with daily function of the Strengthening Laboratory Capacity Program (SLCP) by performing basic material and supplies management duties focusing on receiving, processing and shipping samples/specimens. The incumbent must have a basic understanding of laboratory operations and familiarity with the research and surveillance objectives of the program. Moreover, the incumbent must be thoroughly familiar with laboratory safety procedures; they must be able to use an electronic laboratory information system as they will maintain laboratory computer software programs which involve data storage and backup and preparing reports, as well as quality control record-keeping and materials management inventory control. The incumbent must be able to coordinate with field sites, external collaborators and Thai government laboratory personnel to maintain flow of samples/specimens. The incumbent will maintain detailed, accurate laboratory records and ensure adequate required supplies for both Strengthening Laboratory Capacity Program and collaborating laboratories at field sites. The incumbent must be able to recognize the various levels of service (routine to critical) demanded of the laboratory and prioritize work and adjust work schedules to accommodate said demands.

QUALIFICATIONS REQUIRED:

(1) Completion of two years post-secondary study at College or University (High Vocational School or equivalent);

- (2) At least two years' experience with specimen management, record keeping and inventory management in laboratory.
- (3) Level III (Good working knowledge) in speaking/ reading/ writing/ understanding Thai and English (must provide a copy of valid TOEIC score of at least 600 before the deadline; otherwise, application will not be considered);
- (4) Familiarity with calculators, copiers, and other routine office and lab equipment;
- (5) Ability to operate Microsoft Office applications and LIMS Software.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: May 1, 2014

FSN# 2014/48
Computer Programmer

OPEN TO: All Interested Candidates

POSITION: Computer Programmer, FSN-8, FP-6

OPENING DATE: April 25, 2014

CLOSING DATE: May 8, 2014

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Programmer in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTIONS REQUIRED:

Functions as a database programmer under the supervision of the Computer Management Specialist and Systems Analyst for the TUC data management system. This data management system encompasses the range of public health, medical, behavioral science, laboratory, scientific and administrative activities for both TUC and programs conducted by TUC in collaboration with the Ministry of Public Health (MOPH) and the Bangkok Metropolitan Administration (BMA), non-government organizations, universities and other collaborators. Performs professional work and consultation in the application of informatics to Public Health problems requiring the systematic collection and reporting of data. The incumbent develops and implements information systems for data generated from diverse biomedical, epidemiologic, and laboratory research studies; and/or disease surveillance and provides consultation, including teaching in short-courses on the application of informatics in Public Health. Applies standard and customized computer techniques to data collection, management and analysis. Ensures proper installation and use of specialized computer software including training.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's degree in computer science or information management;
- (2) At least one year experience as a database programming in support of research, government or business;

- (3) Level III (Good working knowledge) in speaking/ reading/ writing/ understanding Thai and English (A copy of TOEIC score of at least **600** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Intermediate-advanced knowledge of general office computer software packages including word processing, spreadsheets, statistics, e-mail and graphics;
- (5) Advanced knowledge of database applications like MS Access or MS SQL server and programming languages like Visual Basic, C, ASP.net, or JavaScript.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: May 8, 2014

FSN# 2014/50 (T)
Security Coordinator

OPEN TO: All Interested Candidates

POSITION: Security Coordinator, FSN-6; FP-8

OPENING DATE: April 25, 2014

CLOSING DATE: May 8, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Coordinator in its Regional Security Office (RSO) located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Incumbent manages the day to day activities of the 200 position Local Guard Force (LGF) located at 17 facilities nationwide. Incumbent is directly responsible for managing and coordinating training, special events, and responding to emergencies that entail liaison with Royal Thai Police, US Government agencies, and Thai government officials.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Completion of secondary school and at least one year of police, private security, or security related military experience with at least additional six months of supervisory experience;

OR Completion of Junior High School (Mathayom 3) and at least four years of police, private security, or security related military experience with at least additional six months of supervisory experience;

(2) Level IV (Fluent) speaking/reading/writing in Thai and Level III (Good Working Knowledge) speaking/reading/writing in English (A copy of TOEIC score of at least **600** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

(3) Must be skilled in guard related procedures;

(4) Have program management skills and organizational ability;

(5) Must possess a valid Thai driving license (a copy of Thai car driver's license is required with application);

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: May 8, 2014

FSN# 2014/50
Security Coordinator

OPEN TO: All Interested Candidates

POSITION: Security Coordinator, FSN-7; FP-7

OPENING DATE: April 25, 2014

CLOSING DATE: May 8, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Coordinator in its Regional Security Office (RSO) located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Incumbent manages the day to day activities of the 200 position Local Guard Force (LGF) located at 17 facilities nationwide. Incumbent is directly responsible for managing and coordinating training, special events, and responding to emergencies that entail liaison with Royal Thai Police, US Government agencies, and Thai government officials.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Completion of secondary school and at least two years of police, private security, or security related military experience with at least additional six months of supervisory experience;

OR Completion of Junior High School (Mathayom 3) and at least five years of police, private security, or security related military experience with at least additional six months of supervisory experience;

(2) Level IV (Fluent) speaking/reading/writing in Thai and Level III (Good Working Knowledge) speaking/reading/writing in English (A copy of TOEIC score of at least **600** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

(3) Must be skilled in guard related procedures:

(4) Have program management skills and organizational ability;

(5) Must possess a valid Thai driving license (a copy of Thai car driver's license is required with application);

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: May 8, 2014

FSN 2014/52

Chauffeur

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-3; FP-BB

OPENING DATE: April 25, 2014

CLOSING DATE: May 8, 2014

WORK HOURS: Full-time; 48 hours/week

SALARY: Ordinarily Resident (OR): FSN-3 ฿ 263,482 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-BB

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its General Services Office/Motor Pool (GSO/MT), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTIONS REQUIRED:

Drive motor pool sedans, station wagons, trucks and/or buses used in transporting personnel, supplies and equipment for the Embassy and supported agencies. Assignments may involve working extended hours, on weekends or on holidays.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of Secondary school (Mathayom 6);
- (2) Two-year experience as a professional chauffeur;
- (3) Level II (limited knowledge) speaking/reading/writing Thai and English (Provide a copy of valid TOEIC score of at least **400**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities;
- (5) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (6) Possess automotive mechanical skill.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: May 8, 2014

FSN# 2014/53
Administrative Clerk

OPEN TO: All Interested Candidates

POSITION: Administrative Clerk, FSN-5, FP-9

OPENING DATE: April 25, 2014

CLOSING DATE: May 8, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5 ฿324,136 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Clerk in Public Affairs Section (PA) located at GPF Witthayu Tower, Wireless Road.

BASIC FUNCTIONS REQUIRED:

The incumbent serves as the Public Affairs Section (PAS) Administrative Clerk, providing administrative and program support as needed to PAS personnel, including secretarial support when needed. S/He organizes and prioritizes work in accordance with the needs of the PAS, as determined by the Public Affairs Officer (PAO). S/He reports directly to the PAO.

QUALIFICATIONS REQUIRED:

- (1) Completion of a commercial school certificate or high school degree (Mathayom 6);
- (2) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least **855** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (3) Ability to use MS Word and Outlook and type English and Thai at 45 words per minute minimum;
- (4) Have courtesy, patience, common sense, and an ability to prioritize work based on an understanding of program needs are essential;
- (5) Ability to cope with requests from several office personnel and to work under time pressure;
- (6) Have Organizational skills and an eye for detail.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: May 8, 2014

FSN# 2014/54 (T)
Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-7; FP-7, Trainee

OPENING DATE: April 25, 2014

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

- (1) Two years post secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);

- (4) Strong computer skills including MS Office applications (Excel, Power Point, and Word), internet and website navigation skills, and automated financial and/accounting applications;
- (5) Ability to analyze data, accounting and payment records and reports and obtain necessary information to correct problems.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold medical and security clearances.
- (3) The candidate must submit all the required documents as requested.
- (4) Current employees serving a probation period are not eligible to apply.
- (5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- (6) Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- (7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled.

FSN# 2014/54

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-8; FP-6

OPENING DATE: April 25, 2014

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in its Post Support Unit, Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

- (1) Two years post secondary study at College or University (High Vocational School or equivalent);
- (2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);

(4) A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks, Federal Travel Regulations, JFTR, DSSR CDC Handbook and USAID's ADS.

(5) Strong computer skills including MS Office applications (Excel, Power Point, and Word), internet and website navigation skills, and automated financial and/accounting applications;

(6) Ability to analyze data, accounting and payment records and reports and obtain necessary information to correct problems.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

(1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold medical and security clearances.

(3) The candidate must submit all the required documents as requested.

(4) Current employees serving a probation period are not eligible to apply.

(5) Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

(6) Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

(7) Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

(8) Post specific requirement: U.S. Citizen Eligible Family Members, Eligible Family Members and Members of Household must have at least 9 months remaining at post to apply from the closing date of the vacancy announcement.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled.
